



## CLASS SPECIFICATION

Class Code: 60015834  
Date Established: 03/2001  
Last Reviewed: 10/2021  
Last Revised: 10/2021  
Last Title Change: 05/2006  
FLSA: exempt  
Probation: 12 months

### TECHNOLOGY SYSTEMS DEVELOPER I

#### **DEFINITION**

Under supervision, translates program specifications into command instructions and options for information systems; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in computer information systems, geographic information systems, or a closely related field; OR four years of full-time programming experience using languages or automating databases and working with information systems; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

The Technology Systems Developer I is the entry level in the class series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents of this class spend the majority of time writing a variety of computer programs and developing, modifying, and maintaining databases. This class provides for a GIS option in which incumbents would be required to perform specialized duties related to that option. This class also allows for additional specialized experience and training requirements based on the area of assignment. This classification is distinguished from the Technology Systems Developer II in that the latter is responsible for a balanced workload of programming and systems analysis and performing a broader range of assignments with greater independence.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Analyze program specifications, flow charts, and decision tables to develop a sequence of coded instructions to create and update efficient computer programs.

Prepare flow charts and diagrams by examining or investigating work processes to establish a logical sequence of computer processing steps, database design, or application interface; conduct testing to ensure consistency and quality of applications; identify problems and develop programming alternatives.

Develop written operating procedures to be used by users to run new computer programs and train staff responsible for database automation tasks.

Instruct users in the use of new programs and develop final program changes, documentation, and procedure manuals; review database automation and maintenance performed by project staff to ensure adherence to quality standards and avoid duplication of data.

Create, convert, and modify databases using appropriate database language that includes interfaces with other systems.

Receive training in and assist with systems analysis to respond to user needs and implement new technology.

Attend team meetings to assist with the installation of new technology and contribute to the implementation of major projects and serve as an information resource to other staff.

**GIS Option:**

Meet with users to help determine specific needs, analyze existing/new programs to create and maintain efficient information technology applications for requested general or spatial data products.

Develop written operating procedures to be used by users to run new applications and train staff responsible for mapping automation in the use of computer hardware and GIS software.

Create spatial overlays and compose plots by combining information from a variety of existing GIS data layers.

Create cartographic products, analyze data, create reports, and provide results using verbal and written communication.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

Operating methods and procedures for Washoe County's information technology equipment, including methods used in the development of computer programs, documentation, and procedure manuals.

Databases and database software used in Washoe County.

Departmental/division policies and procedures for responsible area of assignment.

**Ability to:**

Perform all programming and database modification jobs and assignments.

Instruct users in the use of data and software.

**GIS Option:**

**Knowledge of:**

Use of Geographic Information System for County applications.

**Ability to:**

Perform full range of GIS mapping jobs and assignments.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Common or Basic programming languages and techniques.

Computer documentation techniques.

General knowledge of database software.

**Ability to:**

Analyze problems, develop solutions, and provide recommendations within assigned specialty.

Plan and organize work to set priorities and deadlines.

Prepare and test computer programs.

Use computer hardware, software, and peripherals.

Prepare program documentation and operating procedures manuals.

Communicate effectively both orally and in writing.

Prepare detailed, oral, and written reports.

Assist with interpreting and applying regulations, policies, and procedures.

Maintain effective working relationships with department staff and representatives of other departments.

**GIS Option:**

**Knowledge of:**

GIS database software, design principles and systems.

Principles and practices of cartography.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to use data processing and associated equipment. Ability to work in an environment with controlled temperatures.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*